

Educable Child Student Application — At a Glance

Submission Requirements:

- Use the new 2025–2026 application only: MDE Educable Child Applications
- Submit to OSE within 15 days of student enrollment (late submissions may delay payment)
- Upload all applications to SharePoint
- Upload applications into the corresponding “Pay Period” Folder

Application Format:

- Complete all required data fields
- Student information must be consistent throughout the packet (legal name, DOB, MSIS number, etc.)
- LEA and school/facility must ensure documents are current with OSE, including:
 - IEPs
 - Eligibilities
 - Court Orders
 - Educable Child Parentally Placed Forms
 - Medicaid Certifications

Deadlines (by 12:00 noon):

-  September 12, 2025
-  November 14, 2025
-  January 16, 2026
-  March 20, 2026
-  May 22, 2026

Special Situations:

- New application required for:
 - Student transfers
 - Return to facility after a break in services

Additional Requirements:

- All districts/facilities must submit a reimbursement form, regardless of the number of actual requests
- Teachers must be certified in the eligibility area at the private school/facility